

Appendix 1
RHSU General Risk Assessment Form

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Max Ross		31/07/2020	SU Building – Offices & Administration / Covid-19 Specific RA					
Ref No	Group	Hazard	Control Measures	Assessed level of risk			Further Action Required	By Date & Review Date
				L	M	H		
1	Risk to staff from Covid-19	<p>All staff able to socially distance, due to general contact with other people</p> <p>(Ingestion/Inhalation of Covid-19 from contaminated surfaces)</p>	<ul style="list-style-type: none"> Staff to work from home where practicable Multiple-occupancy offices to be reconfigured to ensure that staff can work with appropriate social distancing. Any desks or seating not to be used must be marked as such. Staff informed of capacity rules. Team rotation to be used to minimise the number of staff required in the building where possible. Planned work patterns agreed with core hours set for all office based staff. Social distancing markers to be located throughout the building to comply with governmental advice – 1 –way systems in place Occupancy level of staff offices managed to ensure there is more than 1 metre between employees while seated at workstations. Where staff are seated opposite to each other protective screening is used to create a barrier for protection. 	L			<p>Allocate specific workstations for all office staff.</p> <p>Decommission desks where not in use and mark as such.</p> <p>Core working hours to be agreed with all staff.</p> <p>Signage to be located throughout SU Building to comply with Covid-19 Secure</p> <p>Signage defining office occupancy levels to be located</p>	28/08

			<ul style="list-style-type: none"> • Building cleaned daily to ensure adequate hygiene standards. • Cleaning supplies provided for all work areas to enable staff to regularly clean and maintain workstations throughout the day. • Staff toilet has maximum occupancy and increased cleaning regime, especially touch points • Staff required to use communal welfare area (closed to general circulation) Staff informed of capacity/social distancing rules. • Instruction provided on hand washing – frequency and method. Staff instructed to complete regularly throughout the day, especially when re-entering the building. • Hand Sanitiser stations located in key areas where Hand washing is impractical. • Lifts must not be used by staff for general transit, only to be used for movement of goods where required and for use by disabled individuals. • Staff to maintain social distancing when traversing the work environment, minimum 1 metre between individuals. • Return to work guidance produced and shared with all staff prior to working • Hot-desking not permitted • Signage produced and in place supporting Covid-19 secure guidance • Staff encouraged to wear face coverings when transiting the building. 			<p>in each open plan area.</p> <p>Screens installed to comply with further mitigation guidance for office Work stations.</p> <p>Cleaning packs provided for staff. Clear visors supplied for staff usage.</p>	
		All staff unable to social distance due to the requirements of their role (Helpdesk)	<ul style="list-style-type: none"> • Specific risk assessment required for any work where social distancing cannot be maintained • System of work to be specified for any work where social distancing cannot be maintained, and communicated to workers 		M	<p>Task specific RAs to be completed</p> <p>Staff briefings to be completed</p>	28/08

			<ul style="list-style-type: none"> • PPE provided for spaces where social distancing is impractical (Helpdesk) • Staff informed of room capacity for restricted spaces. • Staggered break times to be planned and communicated to staff on shift 			PPE to be sourced	
		Staff at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> • Follow Government guidance on shielding and clinically vulnerable individuals • HR to implement a process to identify those who are at high risk • Those at high risk not to be permitted to work on Campus 	L			
		Staff at higher risk due to being pregnant	<ul style="list-style-type: none"> • Staff who have informed HR that they are pregnant to work from home until further notice. 	L			
		Increased risk through being unaware of the controls in place	<ul style="list-style-type: none"> • Marketing to communicate key information via: RHSU webpage, Staff intranet, staff newsletter, line management chain, the FAQ, and if required direct all staff communication. 	L		Update signage, online content and Q&A	28/08
		Use of Communal welfare areas, stationary cupboard and staff toilets	<ul style="list-style-type: none"> • Only 1 staff member is allowed in these areas at a time. Staff will need to be vigilant, knock prior to opening doors and engage with Covid-19 secure measures for designated areas. Only enter after confirming space is vacant. • Sanitiser located at entry points to enable all staff to take adequate precautions. • If space is occupied staff should wait for the space to be vacated. • Staff to use their own crockery and cutlery at all times, items should be washed after use and kept in their desk pedestal or taken home. Paper towel to be used for drying items. • Dishwasher only to be used at the end of the day to provide an intense clean for all items if required. 	L		<p>Update signage</p> <p>Install covid-19 measures</p> <p>Share EAS details with all staff</p> <p>Communicate with all staff via Heads up</p>	28/08

		Staff Welfare and wellbeing	<ul style="list-style-type: none"> Individuals with non-clinical concerns such as caring responsibilities are encouraged to discuss their concerns with the HR team. Staff are made aware of additional support mechanisms – Employee Assistance Support Regular communication with staff team to ensure all staff well informed about Return to Campus 				
2	Risk to Students from Covid-19	Students due to general contact with other people	<ul style="list-style-type: none"> All controls outlined above for general social distancing. Increased cleaning regime for public areas, especially touch points. Hand Sanitiser stations located at all entrances with signage 	L			
		Students at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> Signage located at entrance points identifying Covid-19 measures implemented within the SU Building. 	L		Update and implement signage	28/08
3	Risk to Visitors from Covid-19	Visitors due to general contact with other people	<ul style="list-style-type: none"> All controls outlined above for general social distancing. Staff to ensure that planned visitors are informed of the social distancing measures required when attending facilities 	L		Briefing notes for staff, update signage	28/08
		Visitors at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> It can be assumed that Visitors at high risk will not attend Campus. If Staff are aware that Visitors are at high risk they should be informed that they are not to visit Campus. 	L			
4	Risk of Covid-19 spread within the building	All staff, students or contractors within the building	<ul style="list-style-type: none"> Use signage to build awareness of good hygiene techniques, frequency of hand washing, and use of sanitiser. Individuals instructed to use sanitiser on entry to the building. 	L		PPE to be sourced Update signage	21/08

			<ul style="list-style-type: none"> • Staff instructed to use desk wipes, cleaning equipment to maintain localised work stations. • Toilet checks regularly completed by staff, use of quick dry sanitiser agents to mitigate risk. 			Procure cleaning packs	
		All staff required to use office equipment	<ul style="list-style-type: none"> • Increased cleaning regime for all office equipment • Cleaning wipes to be readily available in office areas for adhoc cleaning of equipment • Hand Sanitiser located in office areas • Signage located in office areas with guidance for staff • After each staff printer usage, staff will be required to clean equipment in preparation for the next staff usage. Cleaning wipes will be available. Staff reminded to wash hands prior to and after each use. 	L		Update signage	28/08
5	Risk of cross contamination between Union facilities	All staff required to move between Union facilities	<ul style="list-style-type: none"> • PPE provided for use of manual handling equipment • Hand Sanitiser locations at all entry points • Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required • Limit movement to delegated staff members. 	L		PPE to be sourced	
6	Risk to staff/students from face to face meetings	All staff required to engage in regular meetings, briefings, appraisals.	<ul style="list-style-type: none"> • Where possible all meetings to be conducted remotely via online platforms • Where meetings are to be held on site they should be conducted in an adequate space where social distancing (minimum 2m can be complied with. 	L			

			<ul style="list-style-type: none"> • Available spaces are mapped with defined capacities. • Protective screens installed where student/staff interaction is expected. • Where meetings between staff/students are required use of an appropriate designated space is required. These spaces must be booked in advance, with 10 minutes clear time at either end to enable adequate cleaning to be completed. Compliance with capacity limit expected – information shared by staff member with attendees. 				
7	Risk to staff from accident and emergency procedures	All staff required to engage or support actions in the event of an accident or emergency incident.	<ul style="list-style-type: none"> • In the event of a first aid incident staff will be required to compromise the social distancing guidance. Revised protocols should be communicated to staff. • Guidance provided on post incident cleaning and sanitisation for individuals and spaces. • Accident and emergency incident procedures require review to reflect social distancing guidelines. • Review of Fire Marshalls for SU Building, confirm staff designated and completed training update. • Fire safety equipment serviced • Evacuation drill 	M	<p>First Aid protocols to be reviewed, updated and shared with delegated staff.</p> <p>Post incident cleaning protocols to be reviewed and updated</p> <p>Fire Marshall briefing</p> <p>Extinguisher checks</p> <p>Evacuation drill booked for early Sept</p>	<p>01/09</p> <p>28/08</p> <p>14/09</p>	

12	Risk to staff from goods inward deliveries	All staff involved in receipt of goods inward	<ul style="list-style-type: none"> • Designated delivery point allocated for goods inwards • Guidance provided to staff on process for receiving goods inwards – includes instructions for delivery drivers • External packaging disposed of via normal method • PPE provided to staff to minimise risk of contamination 	L		PPE to be sourced	Briefing notes for staff
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Action Plan

Further Action required	Person responsible	Target date	Completed
Office mapping to be completed	MR	28/08	
Decommissioning of workstations	MR	28/08	Completed
Staff rota planning – core hours agreed	AJ	21/08	Finalised rosters to be agreed with Line Managers
Covid Secure signage installed	MR	28/08	Signage on site ready to deploy
Occupancy signage installed	MR	28/08	Office Occupancy signage to be produced and deployed – TS Office, Membership Office.
1-way system implemented	MR	28/08	Signage on site ready to be deployed, plans mapped
Sanitiser stations installed	MR	28/08	Units on site ready to deploy
Perspex desk screens installed	MR	28/08	Completed –except KS desk

			Awaiting transparent roller blinds for key areas – Del:01/09
Cleaning packs provided for all work station sections	MR	28/08	Sanitiser cleaning wipes on site, blue roll, sanitiser spray and blue gloves.
Clear visors provided to all office based staff	MR	07/09	Visors on site ready to deploy
Task specific RAs updated to reflect Covid-19 Secure	Line Managers	28/08	To be completed by Line Managers - instructed
Staff briefing – Heads up	MR/AJ	01/09	Briefing document to be completed for distribution and discussion at Heads Up
On line information published for SU Building usage – website and intranet	MB	04/09	Content to be shared with Mkt for publish on the internet
Re-circulate EAS information to all staff	AJ	01/09	Information shared with all Permanent staff via email
Visitor information sheet	MR	28/08	Document to be created
Staff information sheet	MR	28/08	Briefing document to be completed for distribution and discussion at Heads Up
Toilet cleaning kit provided	MR	28/08	Toilet brushes to be purchased for each cubicle. Sanitiser wipes, Blue roll holder, Cleaning spray to be located in staff toilet area.

1 st Aid guidance shared with designated staff	MR	01/09	St. Johns information shared via email with all 1 st Aiders
Delivery shelving installed	MR	28/08	Installed
Fire Marshall updates	MR	01/09	Briefing document to be completed and shared with all Fire Marshalls
Extinguisher checks	Estates	28/08	Completed
Evacuation drill	MR	14/09	Fire drill to be scheduled for w/c14/09